

AGENDA
LONGMONT LIBRARY BOARD
LONGMONT PUBLIC LIBRARY BOARD ROOM
409 FOURTH AVENUE
Monday, January 27, 2020
7:00 P.M.

The meeting was called to order at 7:00 p.m. by Chairperson Mark Springfield.

Roll Call: Present were Board Members Cathy Balan, Katie Fuller, Catherine Fink-Johnson, Cynthia Keller, and Mark Springfield; Library Director Nancy Kerr, and Councilmember Tim Waters.

1. Approval of minutes
 - a. The minutes of Monday, December 16, 2019 require signature. The addendum was approved and signed.
2. Reports and Information Items
 - a. Library Director's Report
 - A new, online schedule for employees and room reservations will streamline scheduling.
 - The funding for the online patron management system is still with Purchasing.
 - Year-end stats were reviewed by the Board.
 - Meeting rooms are very popular, as they are the only free spaces for such gatherings to Director Kerr's knowledge.
 - New security guard is doing excellent work thus far and the Director is pleased with how he has handled situations since his arrival.
 - Director Kerr is seeking around \$26k in State grant funding. One of her library staff also applied for a grant to get an electric car charger in the garage. Both will be brought to the City Council for approval.
 - Planning continues for citywide Literacy Fest in 2021. It will include libraries that serve the St. Vrain Valley School District. Their goal is to hold it at the Tech City and incorporate a One City, One Author program.
 - The Library is participating in the annual Point in Time Survey to identify people experiencing homelessness.
 - The Library is hosting recruiting tables to help encourage census staffing and participation.
 - The State library invited Longmont to host an LGBTQ+ event, recognizing Longmont Public Library (LPL) as an open and progressive environment.
 - The Library will be doing some podcasts for children and adults in the future with Longmont Public Media.

- City Council Meetings will be held at LPL beginning February 4, 2020, and will be for the next 4+ months. There are some concerns about adequate seating but there is a plan for overflow seating next door.
- Public Library Association? (PLA) conference will be in Nashville Feb. 26-28 and 5 staff members will attend.
- Director Kerr distributed an article regarding the popularity of libraries nationwide.

b. Friends of the Library Report

- Cathy Balan reported -- see Addendum I.
- Gift Shop and Book Sales are up, and they also received a bequest.
- The Board approved four funding requests: a 5-month pilot for an e-sports/gaming club for teens; funds for a Tech Cafe monthly in English and Spanish; Children's and Teen Winter Programs; and a request for 12 more bags of books for the Book Clubs.
- A pallet jack will be donated and will be a great help for moving materials.

c. Council Liaison Report

- Many discussions of Metro Districts
- February 7, 2020 is the annual City Council retreat. Councilmember Waters offered to bring any of the Board's thoughts or questions to that event.

2. Old Business

a. Little Free Libraries:

- Cathy Balan is on duty for February 2020.
- Updated discussion on recent vandalism: Director Kerr will have the libraries repaired one more time. Both have been extensively damaged on multiple occasions. If they are vandalized again, the Board will reach out to Neighborhood Group Leaders to seek support and advice. The Board discussed how to best protect them.

b. Feasibility Study Status Update

- More than 500 survey responses have been received in less than a week. LPL staff will drop off surveys at local community, family, and senior centers but are encouraging people to take it online, if possible. 90% of people who have taken it are library card holders, so Director Kerr especially wants to encourage wider participation. The consultants will enter data from paper surveys.
- There will be four community meetings: 2.10.20 meeting at the LPL Children's Department, 2.11.20 meeting at Casa de Esperanza, 2.12.20 at the Longmont Museum, and 2.13.20 at Lashley Street Station from 6:30-8pm.
- Consultants going into SVVSD schools to survey students and the Board discussed other venues/media outlets for getting the word out regarding survey participation

- Director Kerr distributed a list of projected start- and end-times for the Feasibility Study activities. The Board discussed possible dates for a follow-up meeting with the consultants to review findings. See Addendum II for study dates.
- The survey is open until Feb. 16, 2020.
- Some of the questions will be useful for updating the LPL Strategic Plan.
- Councilmember Springfield invited Gordon Pedrow, a member of the public attending the meeting, to share thoughts. He expressed concerns about the robustness of the outreach and the Feb. 16 deadline. Also, all meetings are on the East side of Main St. which reduces accessibility. He suggested the FRCC Community Room as an additional location. Board Member Fink-Johnson suggested streaming the meetings in real-time using a platform that supports Q & A, such as Zoom.
- Gordon Pedrow asked if there is a target number of surveys. Director Kerr stated that optimal numbers are close to 10% of the city's population.
- Cynthia Keller asked about expected numbers of attendees at the community meetings and Director Kerr was uncertain what to expect, but she has reserved large enough rooms to accommodate strong showings.

Contract update

- Director Kerr confirmed that the contract was signed after the last Board Meeting.

Library grounds maintenance update

- The east side outside concrete area will be redone in February 2020, weather-permitting.
- Director Kerr is awaiting further plans for improvement this spring.

3. New Business

- Next meeting date: February 24, 2020.

4. Public comments -- no comments.

5. Library Board comments -- no comments.

6. Adjournment at 8:10pm.

Addendum I

Friends of the Longmont Library Liaison Report
Meeting January 22, 2020

1. The Financial Assistant has been filled by Jody Nagus on January 1.
2. The financial review has been completed. Financial reports are in order and the procedures in place are good.
3. Book Shop & Gift Shop Sales
December Lobby Book Shop sales \$4,137.25 and January is at \$1,876.23.
Gift Store sales for December \$587.97, up from usual monthly sales, and January is at \$235.92.
To date the quarterly book sales are 24% of total revenue and donations are at 20% of total revenue, due to an excellent campaign for Colorado Gives Day (the best they have done so far) and a bequeath from an individual's estate of \$6,000.
4. Membership is down some to 523 members.
5. Four Funding Requests:
Board approved request to fund a 5 month pilot program at 1 session per month of an eSports and Online Gaming Club for teens for \$700. Funds will provide snacks, drinks and other small incentives for the gamers.
Board approved request to fund a Tech Café held two times a month in the Conference Room at the library with one session in English and the other in Spanish for \$500. The funds will provide coffee and snacks/pastries for up to 10 people.
Board approved request for \$1,550 to fund the Children's and Teen Winter Programs.
Board approved request for \$1,250 to fund 12 more bags of books for the Books in a Bag Collection.
6. Paul Mayer gave an update on the pallet jack. He is working with the company that provided the demo equipment to donate the one they used and FOLL would pay for a new battery and delivery charges. This should be finalized by the end of January in time for the February book sale.
7. Next meeting is February 26, 2020

Board President

Board Secretary